

DCB CM/ECF Newsletter



United States Bankruptcy Court
Clerk of Court's Office

District of Columbia

FEE COLLECTION

QUESTION:

At the January Clerk's Office meeting, Tonya asked how fees will be collected when parties begin using CM/ECF and filing documents via the internet.

ANSWER:

Parties wishing to use CM/ECF must apply to the Clerk's Office to obtain a user id and a password to use DCB's CM/ECF system (and all other courts' CM/ECF systems). When the party applies for the password, the Clerk's Office will obtain credit card information from the applicant.

Each time the party uses CM/ECF to file a document requiring a fee, the Clerk's Office is notified and charges the party's credit card account.

This same question was posed in 1999 on the Administrative Office's (AO) CM/ECF Frequently Asked Questions (FAQs) web site. The following is the AO's response:

How do the prototype courts currently handle credit card



payments? What is planned for the future?

ANSWER: Presently, three of the bankruptcy prototype courts, the Southern District of California, the Southern District of New York and the Eastern District of Virginia, are accepting credit card payments for cases on the CM/ECF system. The procedures in the three courts are similar.



As part of the CM/ECF registration process, an attorney can provide the numbers for one or more credit card accounts to the court. When the attorney files a document requiring a fee, notice of the transaction is given, via a report, to the court's financial clerk who then processes the charge to the attorney's credit card account. This procedure is accomplished on the first business day following the remote electronic filing.

It is anticipated that in the future an attorney will be able to utilize a service provided by the U.S. Treasury to make credit card payments to the court. Under this system, the attorney would enter his credit card number during the case opening or docketing process. The transaction would then be approved by the credit card company and immediately posted to the attorney's account. This would eliminate the need for the financial clerk to process the charge manually. (September 1999)

According to Robby Robinson, in the AO Bankruptcy Court Administration Division (BCAD), the process has not changed since 1999. How-

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MEET THE DCB CM/ECF TRANSITION TEAM...AND ORGANIZATION

Thank you to Katina, Kevin, Kimberly, Jose, Lorrie, Richard, Sally, and Wayne for volunteering to team together and guide the Clerk's Office through the transition from BANCAP to CM/ECF. Each team member brings their own insights and understanding of how the Clerk's Office currently operates and how we could function in the future under the new system. The next several months will be a time of learning, discussing, assessing, planning, creating, and teaching not just for the transition team, but for the entire office.

The transition team will meet on a monthly basis or on an as-needed basis from now until the time when CM/ECF becomes a routine way of doing business in the Clerk's Office. In order to use everyone's time as efficiently as possible, the transition team will break down into smaller sub-teams to address issues related to team member's expertise. For example, Kevin, Richard, Wayne, and I may break down into a team to address CM/ECF courtroom operations. We may brainstorm, research, and analyze issues such as case files in a paperless courtroom, installing new computers at counsel tables and the witness stand, and how to proceed if the network crashes.

After this courtroom operations sub-team has thoroughly analyzed the issue(s), we would present our recommendations to the larger transition team for review and discussion. The larger team may agree with our recommendations or suggest we do further analysis. Once the larger transition team reaches agreement on the issue, the transition team will relate the new policy or procedure to the Clerk's Office.

While Figure 1 depicts the DCB CM/ECF transition team, Figure 2 identifies the DCB CM/ECF organization. Eventually CM/ECF will impact each of us in one way or another. For example, Tonya will address issues related to fee collection under the new system, Lisa will assist in the procurement of new equipment, Doris will administer cases, and Denise will participate in larger CM/ECF policy issues. So at some point between now and the time we begin using the new system, each of us will play some role in the transition and use of CM/ECF.

As CM/ECF unfolds, there may be times when non-transition team members will be asked to participate in CM/ECF sub-teams. For example, if and when we need to procure scanners and new computers for the intake area, Lisa (procurement) and Tonya (finance) may be asked to lend us their expertise so that we follow the proper policies and procedures in procuring the new equipment. Figure 3 is a flow chart identifying how the CM/ECF transition team and sub-teams will function and communicate with the Clerk's Office.

Figure 1: CM/ECF Transition Team

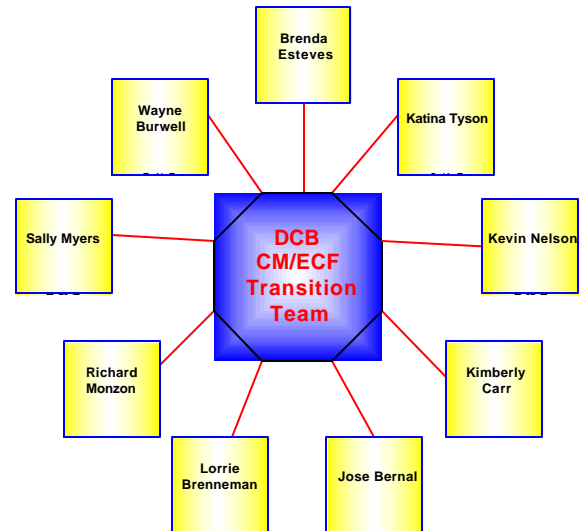


Figure 2: CM/ECF Organization

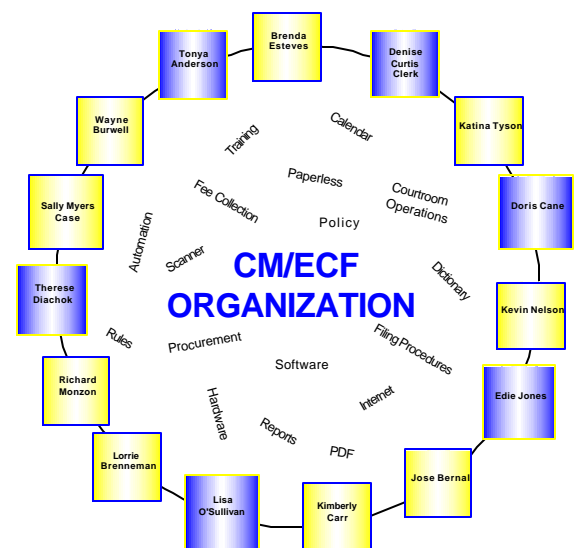
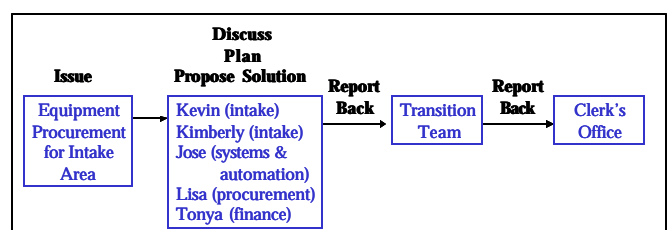


Figure 3: CM/ECF Sub-Team Function & Communication



If you have any questions regarding how the transition team or CM/ECF in general, please do not hesitate to ask...we're looking for questions we can answer in next month's newsletter.